

Transit Manager's Handbook

Calendar

State Fiscal Year (July 1 – June 30)

July

- 1** Fiscal Year Begins
- 1** Record Odometer Readings for each transit vehicle prior to start of service (Unless recorded after end of service on June 30)
- Within 90 Days of Contract Start** Copy of Transit Service Contracts due
- 25** Regional/Small Urban System Quarterly Charter Report due
- 30** 4th Quarter Fuel Tax Report due
- 30** Large Urban System Quarterly Charter Report due *to FTA*
- 30** Large Urban Quarterly TEAM Reports (if in TMA) due *to FTA*

August

- 1** Large Urban System DBE (Next FFY) Goals due *to FTA*
- 15** 4th Quarter Statistical Report or Year End Statistical Report due
- 15** Year End Odometer Report due

September

- 30** Ending Date for JARC/NF Agreements administered by Iowa DOT Office of Public Transit

October

- 1** Start Date for JARC/NF Agreements administered by Iowa DOT Office of Public Transit
- 1** Intercity Bus Applications due
- 1** ICAAP Applications due *to Office of Systems Planning*
- 1** Second round of JARC, New Freedom, and Public Transit Infrastructure Grant applications due (If funding still available)
- 25** Regional/Small Urban System Quarterly Charter Report due
- 30** 1st Quarter Fuel Tax Report due
- 30** Regional/Small Urban System DBE (April-September) Semi-Annual Reports due
- 30** Large Urban System Quarterly Charter Report due *to FTA*
- 30** Large Urban Quarterly TEAM Reports (if in TMA) due *to FTA*
- 30** Large Urban Annual TEAM Reports (if in 50,000-200,000 UZA) due *to FTA*

November

- 15** 1st Quarter Statistical Report due
- 30** Large Urban NTD Reports due *to NTD*

December

- 1** Large Urban System DBE (April-September) Semi-Annual Report due *to FTA*
- During Month** Next Fiscal Year STA and FTA 5310 & 5311 Forecasts announced

January

- 25** Regional/Small Urban System Quarterly Charter Report due
- 30** 2nd Quarter Fuel Tax Report due
- 30** Large Urban System Quarterly Charter Report due *to FTA*
- 30** Large Urban TEAM Quarterly Reports (if in TMA) due *to FTA*

February

- 1** Draft Passenger Transportation Plans due *to Office of Systems Planning*
- 15** 2nd Quarter Statistical Report due
- 15** Regional/Small Urban System MIS Drug & Alcohol Report (Previous Calendar Year) due

	15	Drug & Alcohol Annual Certifications of Compliance (Current Calendar Year) due
March		
	15	Large Urban System MIS Drug & Alcohol Report (Previous Calendar Year) due <i>to FTA</i>
April		
	25	Regional/Small Urban System Quarterly Charter Report due
	30	3 rd Quarter Fuel Tax Report due
	30	Regional/Small Urban System DBE (October-March) Semi-Annual Reports due
	30	Large Urban System Quarterly Charter Report due <i>to FTA</i>
	30	Large Urban Quarterly TEAM Reports (if in TMA) due <i>to FTA</i>
May		
	1	Consolidated Transit Funding Applications (including Statewide 5309, 5310, 5311, JARC, New Freedom, and Public Transit Infrastructure Grant) due
	1	Passenger Transportation Plans due
	15	3 rd Quarter Statistical Report due
June		
	1	Large Urban System DBE (October-March) Semi-Annual Report due <i>to FTA</i>
	1	DBE Projection Worksheet (for next Federal Fiscal Year, October 1 – September 30) due
	15	Large Urban System DBE (Next FFY) Goals Published for Comment (45 days before August 1)
	30	A-133 Audit (Previous State Fiscal Year) due
	30	Record vehicle odometer readings at end of service or prior to start of service on July 1
	30	End of Fiscal Year
Miscellaneous		
	Within 90 Days of Contract Start	Copy of Transit Service Contracts due
	Two (2) Weeks Prior to Training	Application for Training Fellowships due
	Within 60 Days after Training	Fellowship Reimbursement Requests due
	Accepted Anytime	AMOCO Loan Applications
	Accepted Anytime	State Transit Assistance Special Project Applications
	Within 45 Days after Accepting New Vehicles under a Statewide Grant	Posting of Replaced Vehicles on Iowa DOT Classifieds due

*Please Note: All applications, reports, etc. due to the Iowa DOT Office of Public Transit, unless otherwise indicated.